

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena, MT 59604**

**VACANCY ANNOUNCEMENT**

**January 18, 2008**

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<b>TITLE:</b>	Warehouse Worker II
<b>POSITION NO:</b>	01700
<b>LOCATION:</b>	Human & Community Services Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	MEA/MFT
<b>PAY GRADE:</b>	Pay Plan 62, Grade B7
<b>STARTING SALARY:</b>	\$16.78/hour annually is entry-level salary
<b>SUPPLEMENT:</b>	No

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Monday, February 4, 2008**. For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** This position will spend long hours operating a forklift in confined areas under possible hazardous conditions. **Applicant must have a valid Class A Commerical Driver's License (CDL) and will be required to sign a Driving Release Record Form.**

**TYPICAL DUTIES:** Under general supervision, this position receives incoming shipments of USDA donated foods from state-owned trucks and commercial carriers; operates a forklift and/or slipsheet machine in difficult and confined areas placing the shipment in the proper areas of dry, cold, and freezer space. Products may be stacked as high as 20 feet. By hand, the incumbent picks and assembles outgoing orders at the proper times and proper staging areas as directed by the Warehouse Foreman, and loads outgoing shipments into state and commercial trucks. This position performs daily warehouse duties to maintain quality service and prompt delivery to recipient agencies to include cleaning warehouse duties required to maintain a clean and safe storage and work environment; performs monthly physical inventory of donated foods under the general supervision of the Warehouse Foreman; position tractor/trailers to and from warehouse docks as needed; drives shortbox truck for local area deliveries as needed; and drives tractor/trailer rigs in place of heavy equipment operators when necessary (less than 5% of the time).

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

**Knowledge:** Knowledge of general warehousing, inventory controls and general safety rules; how to properly receive food items and detect any damage, overages/shortages, or infestation, and document such inconsistencies; semi tractor trailers, load capacities, and weight distribution; and interstate/intrastate trucking rules and regulations in various states.

**Skills:** Skill in the use of a forklift and slipsheet machine and other warehouse equipment such as pallet jacks and bulkheads; mathematical calculations to determine proper counts of cases of food in different pallet sizes; and operating tractor trailers in difficult and poor weather conditions. Must possess good customer service skills.

**Abilities:** Ability to communicate with the Warehouse Foreman, truck drivers, commercial carriers, and temporary labor personnel regarding incoming and outgoing deliveries and shipment orders; pay attention to details to facilitate assembling orders and setting them up at the proper times and places while maintaining accuracy of food pack sizes and amounts; work well and maintain good working relationships with supervisors, other carriers, co-workers, recipient agencies, and the general public; and take/pass random drug testing.

**EDUCATION/EXPERIENCE REQUIRED:** High school diploma or GED **AND** two years of warehousing experience to include forklift operation, picking orders, loading/unloading semi trailers **AND** a valid Montana Class A CDL. Experience driving tractor/trailer rigs (including flatbeds) making in-town and over the road deliveries totaling two years may substitute for the warehousing experience.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.